



THE COMMONWEALTH OF MASSACHUSETTS

Massachusetts Emergency Management Agency

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Department of Conservation and Recreation

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Grant Sub-Application Package for the Hazard Mitigation Grant Program (HMGP) (FEMA-4051-DR-MA)

This package has been developed to assist prospective Sub-Applicants in the preparation of Hazard Mitigation Grant Program (HMGP) Sub-Applications. The package outlines the specific information required for the State and Federal government to review proposed mitigation activities. While utilization of forms contained within this package is strongly encouraged, the Sub-Applicant may submit the requested information in any format it elects. By providing all of the information requested, the review process at the State and Federal levels may be significantly expedited.

The Commonwealth has established **Monday, December 3, 2012 as the HMGP Sub-Application deadline**. All Sub-Applications must be received by (3:00pm) 10/03/2012 to be considered for possible funding. Sub-Applications should be submitted to:

Alex Gill, Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702

Communities should coordinate all Sub-Applications among their various boards or departments to avoid conflicting or competing project Sub-Applications. The Chief Elected Official must sign all Sub-Applications from municipalities, including individual municipal agencies.

A FEMA-approved Multi-Hazard Mitigation Plan in accordance with 44 Code of Federal Regulations Part 201 is a pre-requisite for a FEMA HMGP grant award. HMGP Sub-Applicants must have a FEMA approved local hazard mitigation plan at time of obligation of funds.

****Prospective Sub-Applicants must submit four (4) complete hardcopies of each HMGP Sub-Application and one (1) electronic copy of the completed project Sub-Application and Benefit-Cost Analysis ****
(Electronic copies of attachments (photo's, drawings, etc.) are also encouraged.)

Should assistance be required in the preparation of your Sub-Application, you may wish to contact MEMA Mitigation Grants Coordinator, Alex Gill at 508-820-1406, MEMA Hazard Mitigation Grants Coordinator Dan Nietzsche at 508-820-2016 or the State Hazard Mitigation Officer, Richard Zingarelli at 617-626-1406.

This Grant Sub-Application package can be downloaded from the 'Disaster Recovery & Mitigation' section of the MEMA website (www.mass.gov/mema). HMGP Program Guidance is available from the FEMA library at: <http://www.fema.gov/government/grant/hmgrp/index.shtm>.

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Sub-Application Information

MA-HMGP Sub-Application # _____

FEMA- <u>1994</u> -DR-MA FEMA- <u>4028</u> -DR-MA		Sub-Application Date _____											
Sub-Application Type:	<input type="checkbox"/> Project	<input type="checkbox"/> HMGP 5% Initiative Sub-Application	<input type="checkbox"/> Planning										
Organization Type:	<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> County or Local Government	<input type="checkbox"/> State Agency										
Sub-Application Status:	<input type="checkbox"/> Initial Submission	<input type="checkbox"/> Resubmission	<input type="checkbox"/> Amendment <input type="checkbox"/> Other _____										
Total Project Cost: \$ _____	<table border="1"><thead><tr><th colspan="2">Project Type</th></tr></thead><tbody><tr><td><input type="checkbox"/> Acquisition</td><td><input type="checkbox"/> Elevation</td></tr><tr><td><input type="checkbox"/> Relocation</td><td><input type="checkbox"/> Culvert/drainage</td></tr><tr><td><input type="checkbox"/> Building Retrofit</td><td><input type="checkbox"/> Embankment Stabilization</td></tr><tr><td colspan="2"><input type="checkbox"/> Other: _____</td></tr></tbody></table>			Project Type		<input type="checkbox"/> Acquisition	<input type="checkbox"/> Elevation	<input type="checkbox"/> Relocation	<input type="checkbox"/> Culvert/drainage	<input type="checkbox"/> Building Retrofit	<input type="checkbox"/> Embankment Stabilization	<input type="checkbox"/> Other: _____	
Project Type													
<input type="checkbox"/> Acquisition				<input type="checkbox"/> Elevation									
<input type="checkbox"/> Relocation				<input type="checkbox"/> Culvert/drainage									
<input type="checkbox"/> Building Retrofit	<input type="checkbox"/> Embankment Stabilization												
<input type="checkbox"/> Other: _____													
Federal Share Requested: \$ _____													
Benefit Cost Ratio _____ (for projects only)													
This Area for State Use Only													

Sub-Applicant (Organization) _____

County _____ Congressional District _____

Fed Tax ID _____ FIPS Code _____

Project Title _____

Community in good standing with the National Flood Insurance Program ☐ YES ☐ NO*Authorized Applicant Agent¹**Point of Contact²*

_____	Name	_____
_____	Title	_____
_____	Telephone #	_____
_____	Fax #	_____
_____	Address 1	_____
_____	Address 2	_____
_____	City/State/Zip	_____
_____	E-mail	_____

Prepared by: Signature _____ Date _____

¹ Individual authorized to sign certification in Section T.² Individual applicant wishes State/FEMA to contact for additional information/question regarding the sub-application.

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SUB-APPLICATION COMPLETION CHECKLIST

This checklist will assist local communities and consultants in developing a complete Hazard Mitigation Grant Program (HMGP) Sub-Application. Project and plan Sub-Applications submitted for funding under disasters declared after June 1, 2009, shall use Hazard Mitigation Assistance (HMA) Unified Guidance:

<http://www.fema.gov/library/viewRecord.do?id=4225>

Below section to be completed by Sub-grantee:		
Sub-Applicant _____	Community Name _____	Funding: HMGP DR # _____
Project Title _____		FEMA-1994-DR-MA FEMA-4028-DR-MA
Below section to be completed by State:		
State Reviewer _____ Phone _____ Email _____		
Below section to be completed by FEMA:		
Date received in Region: Date Received at FEMA _____		
FEMA Reviewer _____ Phone _____ Email _____		

*Note: For Property Acquisition Sub-Applications (Use Section 1 and 2 only)

For Planning Sub-Applications (Use Section 3 only)

Section 1: Project Sub-Application			
Project Sub-Application Task	Referenced information location	State Review	FEMA Review
Sub-Applicant Information			
Point of Contact (POC)			
Project Location			
Description of Existing Conditions			
Scope of Work (SOW) Summary (Project Description)			
Project Photographs			
Project Maps			
Project Drawings			
Alternatives #1 & 2			
Work Schedule			
Maintenance Schedule and Associated Costs			
Project Cost Information			
Estimated Project Cost Share			
Other Funding Agencies			
Mitigation Plan Status and Information			
Public Notice/ Official Newspaper Information			
Required Benefit Cost Analysis			
Which BCA module used			
Benefit-Cost Ratio			
Data Documentation provided			

Section 1 Project Sub-Application (cont'd)			
Project Sub-Application Task	Referenced information location	State Review	FEMA Review
Environmental / Historic Preservation Information			
Waterway/Waterbody/Wetlands Information			
Floodplain Location			
National Flood Insurance Program (NFIP)			
General Conditions (Signature Required)			
Funding Certification (Signature Required)			
Maintenance Agreement (Signature Required)			
Section 2: Property Acquisition/Elevation Projects			
Property Acquisition/Relocation/Elevation Worksheet			
Photographs			
Substantial Damage Letter			
Elevation Certificate			
Voluntary Transaction Letter			
Model Deed			
Tax Assessor Card			
Property Acquisition/Relocation/Elevation Certification			
Section 3: Hazard Mitigation Plan (New Plans or Plan Updates)			
Sub-Applicant Information			
Project Location			
Scope of Work (SOW)			
Work Schedule			
Maintenance Schedule and Associated Costs			
Project Cost Information			
Estimated Project Cost Share			
Other Funding Agencies			
Mitigation Plan Status and Information			
General Conditions			
Funding Certification			

CHECK LIST PAGE

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A. PROJECT LOCATION

Please describe a brief description of the project location on a separate sheet at the rear of your application as Exhibit A.

Please provide a brief description of the project location in the box below..Include the name of the municipality and county, intersecting streets, and easily identified landmarks such as waterbodies and structures. Include the street address of the property, if applicable. For Planning Projects, provide a description of the jurisdictions (communities) involved in the planning proposal.

Please provide project Latitude and Longitude in decimal degrees (including six or more decimal places) in the spaces below or on additional sheets. For projects with multiple structures or sites, provide lat/long for each structure or site. For projects that cover larger geographic areas provide a lat/long for the key project element.

Latitude _____ Longitude _____

This Section Not Required for Planning Applications

B. DESCRIPTION OF EXISTING CONDITIONS

Please provide a clear description of the existing conditions that your project is intended to mitigate in the box below. Provide a brief description of the existing conditions, including the type of hazard and cause of the problem (e.g. flooding from an undersized culvert on Johnson Brook), the frequency with which damages occur, and number of properties/roads affected, number of repetitive loss properties and their addresses. You may include a sketch if you feel it will help describe the problem. Do not describe the proposed solution (yet).

Please give your description of existing conditions on a separate sheet at the rear of your application as Exhibit B.

C. SCOPE OF WORK (PROJECT DESCRIPTION)³

A detailed scope of work (SOW) is a description all work required to implement the proposed activity and the associated cost and timeframes. Provide a complete and detailed description of the proposed project including the following:

- Describe the source of the hazards and risk to life, safety and improved property that you are trying to solve
- Physical area to be affected by the proposed project
- For flood related projects please describe/discuss any potential upstream/downstream impacts of proposed improvements
- Survey, Design & Engineering, Permitting, Bidding & Advertising, Construction, Site Preparation, Erosion Control, Utility Relocation/Re-connection, Direct Administrative Cost and Project Close-out
- Construction methods, including excavation or earth moving activities, if applicable
- If project is implemented, explain how it will reduce future damages
- How is the project an improvement over the existing conditions? (Maintenance & repair is not considered an improvement under this grant program)
- Describe how the project is consistent with the goals, strategies and recommended actions outlined in your FEMA-approved Multi-Hazard Mitigation Plan
- Describe how proposed project would address the existing conditions previously identified
- Indicate the level of protection to be provided (frequency or intensity of event to be mitigated; e.g. 100-year flood, 100 mph wind event, etc.)
- Explain level of public involvement in the decision to select the proposed project
- The pros and cons of the proposed project including: the social, political, administrative, technical, economic, legal and environmental ramifications of project.
- Explain why the proposed project was selected over the other alternatives (see section D.)

Note: *If the project is intended to protect a critical facility from flooding, the project should be designed to provide protection from a 500-year event. Critical facilities include generating plants, other utility lines, nursing homes, housing for the elderly, fire and police stations, hospitals, and other facilities that provide public health and safety services.*

For a Hazard Mitigation Plan, the Scope of Work must include, but is not limited to the following:

- State whether the proposed planning activity will result in a new hazard mitigation plan or an update of an existing hazard mitigation plan.
- Describe the planning process to be conducted, including public and stakeholder involvement, number and type of meetings, workshops, etc., and the existing plans and land uses which will be analyzed.
- A detailed description of the risk analysis methodologies to be undertaken including GIS and data collection, loss estimates, and vulnerability to existing and future buildings, critical facilities and vulnerable populations for each natural hazard.
- A description of the mitigation goals and actions the jurisdiction identifies along with the implementation and prioritization of each measure.

Scope of Work Summary

Provide description of the proposed project and work to be accomplished in the box below.

Please insert the Scope of Work on a separate sheet at the rear of your application as Exhibit C

Proposed Project:

Level of Protection: _____ (e.g. 25-yr event)

³ FEMA has developed sample SOWs to assist Applicants applying for funding under HMGP programs for several project types. Resources for developing SOWs are available from the FEMA Library (under **keyword** type in Scope then do a search). <http://www.fema.gov/library/irlSearch.do>

This Section Not Required for Planning Applications

D. PROJECT PHOTOGRAPHS

Photograph the project site. Digital photos are strongly encouraged. Also include photos of any structure or unique features likely to be impacted by the project. Note the position, direction, and date that the photo was taken on a drawing or sketch of the project site. The Sub-Applicant should also provide aerial photography of the project area.

Please insert project photographs at the rear of your application as Exhibit D.

This Section Not Required for Planning Applications

E. PROJECT MAPS

Provide a site location map(s) that clearly identifies the proposed project. A United States Geological Survey (USGS) topographic quadrangle map or a detailed local road map is ideal for use as a location map. Provide the site location, including a north arrow, title, and legend from the original map on an 8-1/2 x 11 sheets. Additionally, Provide wetlands map or waterways (if applicable and available), roads, and other surrounding area should be noted. If applicable, identify adjacent community boundaries. Assessor's maps are strongly encouraged for Acquisition/Relocation/Elevation projects only.

Please insert this information at the rear of your application as Exhibit E.

This Section Not Required for Planning Applications

F. PROJECT DRAWINGS

A drawing detailing the proposed project must be included in the Sub-Application. The drawing should be large enough to show the location of existing structures, proposed structures, and surrounding areas that may be impacted by the project, such as staging areas and temporary access points. Existing and proposed conditions may also be shown on separate drawings. **Detailed engineering plans are not required, but should be submitted if available.**

Please insert plans and specifications at the rear of your application as Exhibit F.

The following is a list of items that are typically included on project drawings and that should be included in drawings to the extent practicable. Some items may not be applicable for all projects. If exact dimensions or quantities are not known, provide estimates.

1. Existing Conditions (existing structures are generally drawn with a dashed line)

- Waterway name and direction of flow
- Waterway or shoreline boundaries (water's edge)
- Wetland areas
- Right-of-way and property lines
- North arrow
- Existing structures (culverts, catch basins, drainage systems, retention ponds, etc.)
- Special use or conservation areas
- Vegetated or forest areas that would be impacted
- Adjacent roadways
- Existing buildings & utilities

- Any structure/land feature likely to be impacted by the proposed project
- Cross-Section

2. Proposed Conditions (*proposed structures are generally a solid line*)

- Location and dimensions of proposed structures
- Limits of proposed fill (est. quantity) or excavation (est. quantity)
- Project limits
- Limits of encroachment into wetlands or waterbodies
- Limits and dimensions of shoreline stabilization (est. quantity)
- Major clearing of vegetation (est. area)
- Any structure or land feature modified by the proposed project
- Drainage area(s) (attach drainage calculations if available)
- Cross-Section

This Section Not Required for Planning Applications

G. ALTERNATIVES

Attach an evaluation of two (2) feasible alternatives to the proposed project. Try to avoid the “No Action” alternative. A description of the alternative projects may include but are not limited to:

- A description of the work to be accomplished
- The level of protection
- The pros and cons of that alternative
- A description of why this alternative was not selected
- Estimated project costs

A detailed scope, budget, and work schedule is required for the proposed project only. (Not alternatives) Each alternative should include the Level of Protection it will afford.

Please insert at least two alternatives at the rear of your application as Exhibit G.

H. WORK SCHEDULE

Please provide a detailed work schedule and timeframe for the proposed project (attach a separate schedule or add additional lines as necessary below).

Make sure work schedule allows for grant administration [contact execution, close-out, etc], final design and permitting, bidding and advertising, and unanticipated delays. Also consider construction season – FEMA award/performance period may occur during non-construction season. Be conservative and request more time than you think you need – you will not be penalized for completing the project sooner than the requested performance period. **FEMA allows up to a three year performance period from the date of grant award.**

Task	Months from Award	
	Start	Complete

Total estimated time for project completion _____(Months)

I. MAINTENANCE SCHEDULE AND ASSOCIATED COST

Provide maintenance schedule for the useful life of the project and estimated annual maintenance cost.

(For planning Sub-Applications a plan maintenance process needs to be included for monitoring, evaluating and updating the mitigation plan within a five-year cycle.)

Please insert the maintenance schedule and cost at the rear of your application as Exhibit I.

J. PROJECT COST INFORMATION

Please insert the project cost information at the rear of your application as Exhibit J.

A detailed line item budget/cost estimate including narrative that describes all anticipated cost associated with the Scope of work for the proposed project. Sub-Applicants are encouraged to be conservative when developing project cost estimates - grant award notification and ultimate project implementation/construction may be more than one-year after initial Sub-Application submission.

The proposed project cost estimate should be as detailed as possible, including but not limited to all work required to implement the proposed mitigation activity:

- Pre-Award Costs (studies, analyses, assessments, engineering, etc. used to prepare the application – see Section F.2 “Pre-Award Costs” in the HMA Unified Guidance for details.)
- Survey
- Design & Engineering
- Permitting
- Right-of-Way (temporary and permanent easements, construction access & drainage rights, etc.)
- Bidding & Advertising
- Construction
- On-site Construction Management (construction inspection, material testing & certification, item and quantity confirmation, etc.)
- Site Preparation
- Erosion & Sedimentation Control
- Utility Relocation/Re-connection

Project costs should be as detailed as possible and include specific line item name, quantities, rates, units of measurement (SF, CY, LF, etc.), unit costs, etc. Sub-Applicants should provide the source of the estimate (e.g. documented local cost, bids from qualified professionals, published national or local cost estimating guides). Lump Sums should be avoided when possible.

If ‘in-kind’ contributions of labor or materials devoted to the project are being claimed as part of the grant match requirements, provide documentation of the basis for the valuation of the contributions.

FEMA cannot fund contingency costs as part of a project budget. **Neither contingency nor escalation cost are permitted as individual line items in the cost estimate.** While “contingency line items” are not allowed, Sub-Applicants may want to consider adjusting unit costs/quantities to reflect uncertainties in the cost estimate and/or unexpected construction conditions.

K. ESTIMATED PROJECT COST SHARE

Provide the cost and funding cost share information (round figures to the nearest dollar). The maximum FEMA share for a HMGP project is 75%.

Funding Sources	Funding Amount	% of Total Costs
Federal	\$	Maximum 75%
Non Federal (local share)	\$	Minimum 25%
Total Project Cost	\$	100%

For private homeowner elevation/utility retrofit and acquisitions projects, where the non-federal share is being provided by the homeowner(s), please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.

L. OTHER FUNDING AGENCIES

Has this project been submitted to any other Federal agency as a possible source of funding?

☐ Yes ☐ No ☐ Unknown

Has funding been approved for this project from any other Federal or State agency?

☐ Yes ☐ No

If Yes, from either of the above, provide the following information:

Agency Name _____

Address _____

Contact Name _____

Phone Number _____

Amount \$ _____

M. MITIGATION PLAN STATUS & INFORMATION

Please indicate the status of the Multi-Hazard Mitigation Plan

(plan must meet requirements of 44 CFR Part 201):

- ☐ **No Plan** [A FEMA-approved hazard mitigation plan – consistent with 44 CFR Part 201 – is a pre-requisite for all FEMA mitigation grant programs.]
- ☐ **FEMA-Approved** (and Locally adopted) – please indicate FEMA approval date: _____
- ☐ Other – please explain: _____

Please describe how the proposed project is consistent with the goals, actions and strategies in the community's multi-hazard mitigation plan at the rear of your application as Exhibit M.

This Section Not Required for Planning Applications

N. PUBLIC NOTICE/OFFICIAL NEWSPAPER INFORMATION

FEMA is required to publish a Public Notice for any project that has the potential to affect a wetland or floodplain.

Provide the following about your community's official newspaper(s):

Name _____

Address _____

Telephone # _____

This Section Not Required for Planning Applications

O. REQUIRED BENEFIT-COST ANALYSIS (BCA) INFORMATION

Sub-Applicants are required to submit one (1) electronic copy of the completed BCA (exported zip file) and one (1) printed hardcopy of the BCA report from the FEMA Benefit-Cost Analysis Software Version 4.5 as part of the official HMGP Sub-Application.

Benefit-cost analysis (BCA) is a standardized, systematic way to count the benefits of a mitigation project and to compare these benefits to the costs of mitigation. A complete benefit-cost analysis counts *all* of the significant direct benefits of a mitigation project. A benefit-cost analysis always involves looking at damages and losses twice: first, before mitigation (the "as-is" situation) and second, after mitigation. The benefits of a mitigation project are simply the difference in expected damages and losses before and after the mitigation project are completed.

To be eligible for federal funding assistance thru any of FEMA's hazard mitigation grant programs, a mitigation project must be cost-effective (benefit-cost ratio of 1.0 or greater using the FEMA BCA software). The FEMA Benefit-Cost Analysis is the method used to determine the cost-effectiveness of a proposed hazard mitigation project. FEMA has developed a new/revised BCA Tool [Version 4.5] to assist Sub-Applicants to determine the cost-effectiveness of their proposed mitigation project. FEMA will not accept project Sub-Applications with a benefit-cost analysis conducted using older versions of the BCA software; Sub-Applicants must use Version 4.5. The FEMA BCA software (and related training materials) are available for download at: <http://www.bcahelpline.com/>

Benefits of a proposed mitigation project can be sorted into four main categories:

Avoided Physical Damages	<ul style="list-style-type: none"> ▪ Buildings ▪ Contents ▪ Infrastructure ▪ Landscaping ▪ Site Contamination ▪ Vehicles ▪ Equipment
Avoided Loss-of-Function Costs	<ul style="list-style-type: none"> ▪ Displacement costs for temporary quarters ▪ Loss of rental income ▪ Loss of business income ▪ Lost wages ▪ Disruption time for residents ▪ Loss of public services ▪ Economic impact of loss of utility services ▪ Economic impact of road/bridge closures
Avoided Casualties	<p>Deaths Injuries Illnesses</p>
Avoided Emergency Management Costs	<p>Emergency operations center costs Evacuation or rescue costs Security costs Temporary protective measure costs Debris removal and cleanup costs Other management costs</p>

This Section Not Required for Planning Applications

P. ENVIRONMENTAL/HISTORIC PRESERVATION INFORMATION

Please identify the environmental permits anticipated for project implementation (local Conservation Commission approval, Army Corps, etc.)

Does your project affect or is it in close proximity to any buildings or structures 50-years or more in age?

☐ Yes

☐ No

☐ Unknown

If 'yes' please describe: _____

Does your project involve the disturbance of ground?

☐ Yes

☐ No

☐ Unknown

If 'yes' please describe the past use and dimensions of the area to be disturbed: _____

Are State and/or Federally listed threatened or endangered species or their critical habitat present in the area affected by the project?

☐ Yes

☐ No

☐ Unknown

If yes, please describe:

Does your proposed project meet or exceed any Massachusetts Environmental Policy Act (MEPA) thresholds for preparation of an Environmental Notification Form (ENF), or mandatory Environmental Impact Report (EIR)?

www.env.state.ma.us/mepa/regs/11-03.aspx

☐ Yes

☐ No

☐ Unknown

Please describe: _____

This Section Not Required for Planning Applications

Q. WATERWAY/WATERBODY/WETLANDS INFORMATION

This information can be obtained from the National Parks Service.

1. Name: (waterway/body)

2. Nationwide Rivers Inventory Designation (<http://www.nps.gov/rtca/nri/states/ma.html>):

☐ Wild

☐ Scenic

☐ Recreational

Outstanding Resource Value:

☐ Scenic

☐ Recreational

☐ Geologic

☐ Fisheries

☐ Water Quality

☐ Historic

☐ Cultural

☐ Other

3. Is the project in an area regulated by the Massachusetts Wetlands Protection Act (<http://www.mass.gov/dep/service/regulations/310cmr10a.pdf>), including the Rivers Protection Act (<http://www.mass.gov/dep/water/laws/rpa01.htm>)?

☐ Yes

☐ No

4. Is the project located in (or adjacent to) an Area of Critical Environmental Concern (ACEC)? A list and map of ACEC's is available at: <http://www.mass.gov/dcr/stewardship/acec/listACEC.pdf>
<http://www.mass.gov/dcr/stewardship/acec/statewideMap.pdf>

☐ Yes

☐ No

5. Is there a Flood Insurance Study (FIS) available for your community?

☐ Yes

☐ No

This Section Not Required for Planning Applications

R. FLOODPLAIN LOCATION

Flood mitigation and drainage improvement project Sub-Applications must include a **Firmette** or copy of the flood insurance rate map (FIRM). **The project location and community panel number must be clearly identified.**

Firmette's can be created on-line from FEMA's map service center at:

<http://msc.fema.gov/webapp/wcs/stores/servlet/femawelcomeview?storeid=10001&catalogid=10001&langid=-1>

This Section Not Required for Planning Applications

S. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

1. Is the Community participating in the NFIP?

- If "Yes" provide the following:
- NFIP Community ID #(CID) _____ Dated: _____

2. Is the project located in a Special Flood Hazard Area (SFHA)?

☐ Yes ☐ No

3. Is the project located in a Regulatory Floodway?

☐ Yes ☐ No

4. Based on the FIRM, indicate the flood zone(s) of the project site(s) (e.g., A10, C, AE, V): _____

100-Year (base) flood elevation at the site is _____ Ft. [NGVD 29 (MSL) or NAVD 88]

Source of 100-year (base) flood elevation _____ *(This information can be provided as best available data from sources such as: MA DCR, local engineering records, etc.)*

☐ Coastal Barrier Resource Area ☐ Otherwise Protected Area (OPA)

5. Floodplain Consultation (*Coordination/consultation with the local floodplain administrator is strongly encouraged if the proposed project is located in, or near mapped special flood hazard areas*).

Local Floodplain Administrator:

Name: _____ Phone: _____

Local Floodplain Administrator consulted? Date: _____

☐ Yes ☐ No

Provide Floodplain Administrator Comments On This Sheet:

T. GENERAL CONDITIONS

The undersigned submits this Sub-Application under the Federal Emergency Management Agency's **Hazard Mitigation Grant Program (HMGP)**, and does hereby certify that the Sub-Applicant will fulfill all requirements of the program.

The undersigned acknowledges that actions initiated and or completed without fulfilling the specific documentation and procedural requirements of the National Environmental Policy Act (NEPA) may not be considered for FEMA funding. Only in rare situations, where actions were initiated in an emergency situation to prevent or reduce an immediate threat to life, health, property or severe economic losses can exceptions be considered, if otherwise eligible. However, no project Sub-Application can be considered for FEMA funding if the project was initiated prior to the receipt of this Sub-Application from the Massachusetts Emergency Management Agency (MEMA).

The undersigned acknowledges that to retain eligibility for funding, the Sub-Applicant may not initiate work on this project prior to FEMA approval. Furthermore, that as a condition of any project approval, the Sub-Applicant acknowledges that they are responsible for obtaining all required permits and approvals (federal, state & local) prior to project initiation, including but not limited to obtaining easements, right-of-way access, etc. necessary for project implementation and long-term maintenance of the proposed mitigation activity. Copies of all permits are to be forwarded to MEMA prior to project construction. Any modifications to the approved scope of work must be submitted to MEMA/DCR and FEMA for approval. All site inspections and maintenance should be documented and maintained by the Sub-Applicant, since this would be essential in determining the eligibility of federal funding for future damages arising at the sites.

The undersigned acknowledges that other types of federal assistance that have been received for this project have been identified within this Sub-Application. In addition, all requests or anticipated requests for funding made to other federal agencies or sources are also identified within this Sub-Application.

Signature _____

Date _____

U. FUNDING CERTIFICATION

I hereby certify that the 25% local share of this project:

- ☐ Is available
- ☐ The individual homeowner/property owner(s) will provide the local match in its entirety. **(Please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.)**

- ☐ Will be available within 3 months of submitting this project Sub-Application

- ☐ Will be available within _____ months of submitting this project Sub-Application and will require the following action by the Sub-Applicant: _____

Describe the source of local share: _____

Signature _____

Date _____

This Section Not Required for Planning Applications

V. MAINTENANCE AGREEMENT⁴

The *City/Town/County* of _____, Commonwealth of Massachusetts, hereby agrees that if it receives any Federal aid as a result of the attached project Sub-Application, it will accept responsibility, at its own expense if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by any Federal law or regulation and which are in force on the date of project award.

Annual inspections should be documented and maintained by the Sub-Applicant, since this would be essential in determining the eligibility of Federal funding for future damages arising at the project site.

To the best of my knowledge and belief, all data/information that is submitted within this Sub-Application is true and correct. I represent this Sub-Applicant and am authorized by the governing body of this jurisdiction to commit the local matching share.

Signature _____

Date _____

⁴ Note: the local share will be utilized to support the undertaking of this project during the specified performance period. Evidence of commitment will be made available to MEMA and/or FEMA upon request.

This Section Not Required for Planning Applications

W. PROPERTY ACQUISITION/RELOCATION/ELEVATION WORKSHEET

(Prepare separate worksheets for each individual property)

Property Owner _____ ☐ Public ☐ Private

Tax Map, Lot or Parcel Number _____

Rental Property ☐ Yes ☐ No

Tenants Name _____ *(If more than one tenant provide separate sheet w/ complete list)*

If tenant occupied provide estimated relocation assistance costs \$ _____

- ☐ Include three or more photographs showing the front, side and rear views of the structure as well as illustrating the surrounding properties. Digital photos are strongly encouraged.
- ☐ If the structure has been certified "**Substantially Damaged**" please check this box and attach a copy of certification from your local flood plain administrator or local building inspector. For this property provide property owner's name, street address and complete section 3 of this worksheet.

1. Site Information

Address (or Physical Legal Location): _____

- Structure located in 100-year floodplain:

☐ Yes ☐ No

- Base Flood Elevation for Property: _____ ft
- Lowest Finished Floor of Structure: _____ ft (indicate elevation datum _____)

2. Structural Information

- Year of Construction - _____
- Total Square Footage of Principal Structure _____ (sf)
- Building Type:
 - ☐ 1-Story w/o basement
 - ☐ 2-Story w/o basement
 - ☐ Split Level w/o basement
 - ☐ Mobile Home
 - ☐ 1-Story w/ basement
 - ☐ 2-Story w/ basement
 - ☐ Split Level w/ basement
 - ☐ Other _____

- Foundation Type:
 - ☐ Basement (Walkout Y/N)
 - ☐ Crawlspace
 - ☐ Slab-on-grade

3. Structure Cost Information

a. Acquisition – Total Cost \$ _____

- Fair Market Value (*FMV*) \$ _____
- Estimated Cost for Demolition \$ _____
- Estimated Cost for Appraisal \$ _____
- Estimated Closing Costs \$ _____
- Estimated Cost for Site Restoration \$ _____
- Additional Fees/Surveys/Relocation Assistance \$ _____
- Other (*describe*) _____ \$ _____

b. Relocation – Total Cost \$ _____

- Fair Market Value of Existing Land \$ _____
- Architectural, Engineering, Surveying, etc. \$ _____
- Relocation Costs \$ _____
- Estimated Cost for Site Restoration \$ _____
- Estimated Cost for Appraisal \$ _____
- Other (*describe*) _____ \$ _____

c. Elevation – Total Cost \$ _____

- Elevation of Structure \$ _____
- Utility Relocation/Reconnection \$ _____
- Architectural, Engineering, Surveying, etc. \$ _____
- Incidental sitework/restoration \$ _____
- Displacement \$ _____
- Other (*describe*) _____ \$ _____

This Section Not Required for Planning Applications

X. PROPERTY ACQUISITION/RELOCATION/ELEVATION CERTIFICATION

Participation in this Sub-Application is voluntary and prospective homeowners may withdraw their participation at any time prior to contract initiation.

Check One:

- ☐ The Sub-Applicant will contribute the local matching share in its entirety.
- ☐ The individual homeowner/property owner(s) will provide the local match in its entirety. Please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.
- ☐ The Sub-Applicant has asked homeowners to voluntarily donate up to 25% of proceeds of their property towards the Sub-Applicant's matching share. In doing so, the homeowner is essentially agreeing to accept a minimum of 75% of the fair market value for the purchase of their real property. Participation in property acquisition and relocation projects by property owners is voluntary. Documentation of voluntary interest for property acquisition must be submitted as part of the sub-application; sample 'notices of voluntary interest' are available at: www.fema.gov/government/grant/resources/vol_notice2.shtm

For structures that remain in the SFHA after the implementation of the mitigation project, flood insurance must be maintained for the life of the structure to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less. Insurance coverage on the property must be maintained during the life of the property regardless of transfer of ownership of such property.

The sub-grantee (or property owner) must legally record, with the county or appropriate jurisdiction's land records, a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. 5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the floodplain management criteria of 44 CFR Part 60.3 and City/County Ordinance.

Sub-applicants receiving assistance for projects sited in an SFHA must ensure that these requirements are met by requesting the participating property owner(s) to sign an Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds form and providing the form to FEMA prior to award or final approval. This form is available on the FEMA Web site at: <http://www.fema.gov/government/grant/resources/pre-award.shtm>

Y. CONTACT INFORMATION

For additional information concerning ***HMGP project eligibility and/or Sub-Application process*** contact:

Alex Gill
Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-1406
Alex.Gill@state.ma.us

Dan Nietsche,
Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
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Framingham, MA 01702
(508) 820-2016
Dan.Nietsche@state.ma.us

Scott MacLeod,
Mitigation & Disaster Recover Division Manager
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-1445
Scott.MacLeod@state.ma.us

Richard Zingarelli
State Hazard Mitigation Officer
MA Department of Conservation and Recreation
Flood Hazard Management Program
251 Causeway St., Ste. 800, Boston, MA 02114-2104
(617) 626-1406
Richard.Zingarelli@state.ma.us

For additional information concerning the ***Nationwide Rivers Inventory*** classification contact:

Jamie Fosburgh, National Park Service
Rivers, Trails and Conservation Assistance
15 State Street
Boston, MA 02109
(617) 223-5191
jamie_fosburgh@nps.gov

Questions related to the ***Area of Critical Environmental Concern (ACEC)*** designation can be directed to:

Elizabeth Sorenson, Director
ACEC Program
Massachusetts Department of Conservation and Recreation
Division of Resource Conservation
251 Causeway St., Ste. 700, Boston, MA 02114-2104
(617) 626-1394
Elizabeth.Sorenson@state.ma.us

For information on ***flood frequencies and/or the Flood Insurance Study (FIS)*** for your community, please contact:

Richard Zingarelli
State NFIP Coordinator
Phone: 617-626-1406
Richard.Zingarelli@state.ma.us

APPENDIX A – MITIGATION GRANT PROGRAM RESOURCES

HAZARD MITIGATION GRANT PROGRAMS:

PDM Info: <http://www.fema.gov/government/grant/pdm/index.shtm>

FMA Info: <http://www.fema.gov/government/grant/fma/index.shtm>

SRL Info: <http://www.fema.gov/government/grant/srl/index.shtm>

RFC Info: <http://www.fema.gov/government/grant/rfc/index.shtm>

Unified HMA Guidance: <http://www.fema.gov/library/viewRecord.do?id=4225>

Grant Applicant Resources: <http://www.fema.gov/grant-applicant-resources>

e-Grants:

E-Grants website: <https://portal.fema.gov/famsVuWeb/home>

e-Grants Course website: <http://training.fema.gov/EMIWeb/IS/is30.asp>

E-Grants Helpdesk: (866)476-0544 mtegrants@dhs.gov

To obtain e-grants access contact:

Sherry Leung, Lead Mitigation Contract Specialist

Phone: 508-820-1436

e-mail: Shirletta.Leung@state.ma.us

or

Scott MacLeod, Mitigation Grants Coordinator

Phone: 508-820-1445

e-mail: Scott.Macleod@state.ma.us

OTHER RESOURCES:

Benefit-Cost Analysis Software Download and related Toolkit: <http://www.fema.gov/benefit-cost-analysis#1>

Benefit-Cost Analysis Helpline: 1-855-540-6744 bchelpine@dhs.gov

Engineering Helpline: 1-855-540-6744 enghelpline@dhs.gov

Env./Historic Helpline: 1-855-540-6744 ehhelpline@dhs.gov

STATE HAZARD MITIGATION TEAM CONTACTS:

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DCR
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Phone: 508-820-1406
Alex.Gill@massmail.state.ma.us

Kathryn Fatherley
MEMA Mitigation Contract Specialist
Phone: 508-820-1425
Kathryn.Fatherley@state.ma.us

Hazard Mitigation Resources in *Coastal Environments*:

Coastal Zone Management – StormSmart Coasts: <http://www.mass.gov/czm/stormsmart/index.htm>

Massachusetts River & Stream Crossing Standards:
http://www.nae.usace.army.mil/reg/Stream/MA_RiverStreamCrossingStandards.pdf

Procedures for Developing Scopes of Work for a Draining/Stormwater Management Project:
<http://www.fema.gov/library/viewRecord.do?id=1846>

Procedures for Developing Scopes of Work for the Elevation of Floodprone Structures:
<http://www.fema.gov/library/viewRecord.do?id=1844>

Procedures for Developing Scopes of Work for Wind Retrofit Projects:
<http://www.fema.gov/library/viewRecord.do?id=1876>

Procedures for Developing Scopes of Work for Protective Measures Retrofit Projects for Utility, Water, and Sanitary Systems and Infrastructure:
<http://www.fema.gov/library/viewRecord.do?id=1881>

PROPERTY ACQUISITION HANDBOOK FOR LOCAL COMMUNITIES:
<http://www.fema.gov/government/grant/resources/acqhandbook.shtm>

Engineering Case Studies by Project Type:

FEMA has developed sample engineering case studies to provide the types of information and data needed to ensure completeness of the sections of project applications affecting engineering feasibility for several common mitigation measures. The Engineering Case Studies below are available from the FEMA Information Resources Library:

- [Minor Structural Flood Control Projects](http://www.fema.gov/library/viewRecord.do?id=1863) (<http://www.fema.gov/library/viewRecord.do?id=1863>)
- [Elevation](http://www.fema.gov/library/viewRecord.do?id=1862) (<http://www.fema.gov/library/viewRecord.do?id=1862>)
- [Acquisition](http://www.fema.gov/library/viewRecord.do?id=1861) (<http://www.fema.gov/library/viewRecord.do?id=1861>)
- [Wind Shutters](http://www.fema.gov/library/viewRecord.do?id=1864) (<http://www.fema.gov/library/viewRecord.do?id=1864>)
- [Non-Structural Seismic Retrofit](http://www.fema.gov/library/viewRecord.do?id=1865) (<http://www.fema.gov/library/viewRecord.do?id=1865>)
- [Structural Seismic Retrofit](http://www.fema.gov/library/viewRecord.do?id=1866) (<http://www.fema.gov/library/viewRecord.do?id=1866>)

Multi-Hazard Mitigation Planning Resources:

FEMA's Hazard Mitigation Planning "How-to Guides" Website:

<http://www.fema.gov/plan/mitplanning/resources.shtm>

Mitigation Planning, Laws, Regulations & Guidance:

<http://www.fema.gov/plan/mitplanning/guidance.shtm>

FEMA's Multi-Hazard Mitigation Planning Website:

<http://www.fema.gov/plan/mitplanning/index.shtm>

FEMA's Local Mitigation Plan Review Guide:

<http://www.fema.gov/library/viewRecord.do?id=4859>

Appendix B – HMGP Project review criteria

HMGP Project Evaluation Criteria

The proposals will be evaluated and prioritized by the State Hazard Mitigation Interagency Committee and the State Hazard Mitigation Team according to the following criteria.

1. The project application clearly describes the hazard/problem the proposed mitigation project is intended to address.
2. Hazard Mitigation measure that, if not taken, will have a detrimental impact on the applicant, such as potential loss of life, loss of essential services, damage to critical facilities/infrastructure, and/or economic hardship.
3. The proposed project clearly describes the solution to the hazard/problem. This includes a detailed scope of work, budget, and alternative analysis. The proposed project appears to be the most practical, effective, and environmentally sound alternative.
4. Application describes how the proposed project will provide long-term hazard mitigation benefits. The level of protection that will exist after the project is implemented is clearly defined.
5. The project application clearly demonstrates that the project is cost-effective-anticipated benefits of the mitigation activity exceed the project costs. A well-defined 'Benefit-Cost Analysis' (BCA) is provided with relevant supporting documentation.
6. The application demonstrates the capability of the applicant to implement and complete the project in a timely manner. This includes all environmental permitting, state and local, which are required.
7. The application demonstrates the commitment of the applicant to get the project accomplished. This includes providing documentation of the availability of the non-federal cost match, description of relevant public/private partnerships.
8. The application details how the proposed mitigation activity is consistent with State Hazard Mitigation Plan, the FEMA-approved hazard mitigation plan for the local jurisdiction as well as other plans (comprehensive land use plans, capital improvement plans, etc.).
9. The proposed project is consistent with NAI (No Adverse Impact) principles ("do no harm"). Proposed mitigation activity is sustainable (with a priority on non-structural solutions), and provides environmental benefits.
10. Proposed project is in the federally declared disaster area and/or mitigates the type of hazard that caused the declared event.